



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

**(Internal\*\*\* & External)**

**Department: LAKE COUNTY PLAN COMMISSION**

**Position: Administrative Assistant/Unsafe Buildings**

Classification: Full-Time

FLSA: Non-Exempt

Reports to: Executive Director

Requirements: See attached Job Description

Purpose of Position: See Attached

Essential Duties/Responsibilities: Described on attached Job Description

**MANDATORY HIRING REQUIREMENTS:**

**All Resumes and applications shall be sent to Lake County Plan Commission with a copy to the Lake County Human Resources Department:**

**2293 North Main St.  
Crown Point, IN 46307**

**\*\* Applications are located on the 3<sup>rd</sup> floor of Government Center in the Human Resource Office.**

**\*\*\* Internal bidders will file a job bid with the department with the open position and will be considered before external (outside) applications pursuant to the Lake County Personnel Policy contained the duly adopted Lake County Handbook.**

## **Lake County Plan Commission Job Description**

### **JOB TITLE: ADMINISTRATIVE ASSISTANT**

(as approved by the Lake Council and Lake County Plan Commission)

#### **Clerical/Unsafe Building**

**Summary:** Receives, compiles, and enters data and information pursuant to the daily functions and operations of the Planning & Building Departments.

#### **Essential Duties and Responsibilities Include the Following:**

- Receive and screen telephone calls and visitors regarding all facets of Plan Commission. Direct telephone calls efficiently to various personnel within the office and take accurate telephone messages Determine nature of business and either answer questions or refer to appropriate person;
- Process and issue building permits, schedule inspections, and other petitions or applications in accordance with established guidelines and procedures;
- Unsafe Buildings: Process materials for unsafe structures, including demand letters, legal advertisements, notices, etc. upon approval by the Director or appropriate board, update files, input information into computer; record and process documents as needed;
- Type and file a variety of documents such as forms, letters, reports, and violations for various staff members;
- Type daily reports and certificates of occupancy making certain all information is correct and complete prior to issuance;
- Monthly Reports, including monthly construction reports, locate data, compile and prepare such reports for distribution to the public;
- Potentially schedule Inspections and assist Building Officer/Administrator in daily functions of Building Department;
- Enter, account for, and deposit daily revenue and create monthly reports categorizing revenue to be used in annual report;
- Perform other clerical functions such as establishing, maintaining, and updating filing systems, preparing departmental mailings, assist in operating various office machinery;
- Perform clerical tasks as assigned by building department, licensing department, unsafe department, or planning and zoning departments with approval of the executive director or Planning and Building Administrator;

- Act as unsafe building secretary, preparing monthly agendas, preparing files for upcoming meetings, and all activity preparing for each board meeting;
- Set up and maintain filing systems, assist public in routine counter work; and,
- Any additional duties as assigned by the executive director or Planning and Building administrator.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Keyboarding a minimum of 50 wpm and qualified to use various software with ability to type with speed and accuracy, reviewing work for approval and signature of the supervisor;
- Knowledge of clerical procedures used in performing tasks such as arranging and maintaining filing systems, assembling information, composing routine correspondence;
- Knowledge of proper grammar, spelling, punctuation, sentence structure and letter form;
- Ability to learn clerical tasks readily, adhere to prescribed routines, and possess needed skills in the operation of common office machinery;
- Knowledge of the policies, programs, and organizational procedures of the office and the ability to apply these to pertinent situations;
- Ability to maintain personal composure when handling difficult situations and people with tact and courtesy; and,
- This position is the initial contact anyone has with the office, therefore it is mandatory that this individual project a pleasant, professional attitude to the public and shares with all others in the office the need to display a willingness and desire to be prompt in both office hours and the commission of duties; someone who cooperates with other staff members and shows interest and loyalty to the work.

**Education and/or Experience.** High School Graduate with a minimum 5 years experience as an administrative assistant.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.